

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR01225337**

DATE POSTED: **11/22/22**

POSITION NO: **210289**

CLOSING DATE: **Open Until Filled**

POSITION TITLE: **Accountant**

DEPARTMENT NAME / WORKSITE: **Minerals Department / Window Rock, Arizona**

WORK DAYS: **Monday to Friday** REGULAR FULL TIME: ☒ GRADE/STEP: **BX63A**

WORK HOURS: **8 AM - 5 PM** PART TIME: ☐ NO. OF HRS./WK.: **\$ 43,555.68** PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION : **\$ 20.86** PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Performs wide range of accounting tasks for department and department programs; compiles, interprets, and processes transactions, documents and reports related to payroll and financial accounting; assists with department budget forecasts, budget forms and federal program budgets including quarterly and year-end expense reconciliation reports and department quarterly budget reports; Processes documents and transactions in accordance with Navajo Nation policies and procedures and Generally Accepted Accounting Principles; works in coordination with contract accounting department and department administrative support staff. Updates management and program supervisors of financial status; advises management and program supervisors of financial issues or concerns. Researches issues in a timely manner and responds to requests for information; composes emails, memos, letters, and reports; creates supporting schedules; creates and maintains professional hard copy and electronic filing system; files, scans, shreds, copies documents; runs errands as necessary to appropriate departments; prepares or assists with budget revision requests, back pay forms, interdepartmental charge requisitions, requests for direct payments, salary schedules and other administrative forms affecting department budget; assists support staff with equipment inventories for insurance and budgeting purposes; monitors supply and equipment orders using FMIS and procurement process; performs role of reconciler for PCard holders; reviews and monitors operating and capital expenditures, maintains budget reports and financial records; assists management in streamlining accounting related department processes to ensure efficiency; works closely with support staff to coordinate expenditures, purchases, and open items for budget reconciliation; communicates effectively with staff, departments, and Federal agencies. Assists with special projects as needed, including preparing PowerPoints presentations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of accounting experience.

Special Requirements:

- A favorable background investigation.
- Posses a valid state driver's License.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.